

**REQUEST FOR PROPOSALS (RFP):  
CONSULTANT SERVICES FOR REPORT ADDRESSING STRATEGIES FOR HISTORIC  
PROPERTIES IN FLOOD-PRONE AREAS**

Issued by: Maryland Historical Trust | Maryland Department of Planning

Contact: Direct inquiries regarding the project to:  
Anne Raines, MHT, 410-514-7634 or [anne.raines@maryland.gov](mailto:anne.raines@maryland.gov).

Direct questions regarding procurement to:  
Evelyn Cohen, MHT, 410-514-7615 or [evie.cohen@maryland.gov](mailto:evie.cohen@maryland.gov).

Date Issued: June 19, 2015

Mandatory Pre-Proposal Conference: 2 pm on Tuesday, June 30, 2015 (in person or via conference call);  
contact Anne Raines to confirm attendance

Proposals Due: In hard copy to MHT by 4:30 pm on July 20, 2015

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The State of Maryland (the “**State**”) is issuing this RFP for the purposes of hiring a consultant (the “**Consultant**”) to work with the Maryland Historical Trust (“**MHT**”) to develop guidance for constituents and partner agencies regarding strategies for historic properties in flood-prone areas of the State. Interested and qualified individuals, firms, or joint ventures / partnerships are invited to submit proposals.

The Maryland Historical Trust, the State Historic Preservation Office, is an instrumentality of the State of Maryland and part of the Maryland Department of Planning.

## **I. INTRODUCTION**

As the State prepares for increased flooding and storm events, particularly in coastal areas, MHT must offer guidance about the risks and benefits of protecting and adapting historic structures in flood-prone areas. This guidance will help ensure consistency in approach across MHT programs as the agency assists local governments, State and Federal agencies, individual property owners, and other third parties in the management of historic properties located in flood-prone areas. The Consultant shall facilitate internal discussions among relevant MHT program staff, review relevant Federal and State laws, regulations, and policies, interview external stakeholders as needed, and analyze findings and make recommendations for “best practices” and possible approaches in Maryland to manage historic properties located in flood-prone areas. Based on these findings and with input from MHT, the Consultant shall develop an illustrated position paper, including bibliography, for public distribution.

This work will be federally funded through a grant to MHT from the National Park Service (NPS) under the *Historic Preservation Fund Grants to Provide Disaster Relief to Historic Properties Damaged by Hurricane Sandy*.

## **II. PRE-PROPOSAL CONFERENCE**

A mandatory pre-proposal conference will be held at MHT, 100 Community Place, Crownsville MD 21032, at 2 pm on Tuesday, June 30, 2015. Please contact Anne Raines at [anne.raines@maryland.gov](mailto:anne.raines@maryland.gov) or 410-514-7634 if you plan to attend. If you are unable to attend in person, MHT can arrange for you to participate via conference call, given advance notice.

### **III. SCOPE OF SERVICES**

- 1) General Requirements
  - a) Meetings
    - i) For this project, the Consultant's main interface with MHT will be with a Working Group. The Working Group will consist of approximately 6 to 8 MHT staff representing relevant MHT programs such as Project Review and Compliance /Section 106, Certified Local Governments, Preservation Planning, Hazard Mitigation, Evaluation and Registration, and Financial Incentives.
    - ii) The Consultant must attend approximately 4 working sessions with the Working Group during the contract period in Crownsville. MHT prefers that these be in-person meetings, but teleconferences can be arranged, if required.
    - iii) In addition to meetings with the Working Group, the Consultant must attend one all-staff meeting and solicit all-staff input.
  - b) Outreach
    - i) The Consultant will conduct outreach meetings as needed with MHT partner agencies/external stakeholders, specifically including FEMA, Maryland Emergency Management Agency (MEMA), Maryland Department of the Environment (MDE), NPS, other SHPOs, and local governments in order to understand requirements and relationships, aggregate data, and formulate ideas for case studies illustrating best practices and possible approaches.
    - ii) The Consultant will review any public input received by MHT or its partners, and discuss the same with the Working Group. A formal response to public input is not anticipated as part of the Scope of Services.
  - c) Site Visits / Travel
    - i) The Consultant will make site visits to flood-prone communities and sites in Maryland for purposes of investigation and documentation for this project, in particular for the case studies.
  - d) Contract Period and Schedule
    - i) The contract term shall be for a one-year period.
    - ii) The Consultant shall commence work within 30 days of being awarded a contract. MHT anticipates that it will announce the winning bid from the RFP on approximately August 15, 2015.
    - iii) As part of its proposal, the Consultant must propose a project timeline/work sequence, based on the following steps: (final deadlines for deliverables will be set forth in the contract.)
      - (1) Conduct 4 sessions with the Working Group (for each session, specify in person or teleconference)
      - (2) Attend 1 all-staff meeting and / or solicit input from all MHT staff
      - (3) Meet with partners (see "Outreach", 1.b.i), as needed
      - (4) Site visits (see "Site Visits / Travel", 1.c), as needed
      - (5) Draft report deadline (approximately 80% completion)
      - (6) MHT and NPS respond with comments
      - (7) Revised draft report deadline
      - (8) MHT responds with comments
      - (9) Final report deadline (See Sections 2 and 3 for required components of final report)
- 2) Final Report: The Consultant shall produce an illustrated, analytical report which addresses the following topics:
  - a) Historic Context (Maryland-specific)
    - i) Past storm events and their effects
    - ii) History of elevating buildings
    - iii) History of moving buildings

- iv) History of other flood responses or strategies affecting historic properties or other property types
- b) Statutory and Regulatory Context and Roles
  - i) Historic preservation (State, Federal, local)
  - ii) Emergency management, hazard mitigation planning, and recovery, including MEMA Emergency Support Function for historical and cultural resources.
  - iii) Floodplain regulations
  - iv) Flood Insurance
- c) Discussion of Impacts and Vulnerabilities
  - i) Types of flooding (coastal, riverine, tidewater, groundwater, stormwater backup) and how their impacts differ; identify where and how often these types of flooding are likely to occur in Maryland
  - ii) Types of individual properties or structures affected by flooding and how they are affected differently from each other; what are their particular vulnerabilities? Are there particular geographic areas where particular building types or examples are especially vulnerable?
    - (1) Residential (multi-family and single-family)
    - (2) Commercial / institutional
    - (3) Cemeteries
    - (4) Structures / non-buildings (potentially including bridges, lighthouses, parks, canals)
    - (5) Archeology (not to be addressed as part of this report per se, but the effects of flood mitigation approaches, such as elevating or moving, on the archeological record should be considered)
  - iii) What are the effects of flooding on multiple properties and districts; what are their particular vulnerabilities? Are there particular areas where particular types or examples are especially vulnerable?
    - (1) Historic districts
    - (2) Campuses
    - (3) Building contexts
    - (4) Landscapes
    - (5) Streetscapes
    - (6) Viewsheds
- d) Identification and Evaluation of Alternatives and Recommendations
  - i) This key section of the report should take an analytical, rather than encyclopedic, approach to known options, and strive to provide creative alternative approaches, and include recommendations. If outside guidance has already been developed on certain issues that is satisfactory to the Working Group and Consultant, that guidance should be referenced rather than duplicated.
  - ii) The report should analyze the types of flood mitigation or preparation measures that are generally encountered for historic properties in Maryland, including both long-term and short-term measures. Flood mitigation for all types of historic properties noted above in c.ii. and c.iii. should be included.
  - iii) The report should evaluate the pros and cons of each type of mitigation from both historic preservation and hazard mitigation viewpoints. Questions to be considered include: What are the intended and unintended consequences of typical/ standard emergency response (both the official / public and the unofficial / private response) on historic resources? Why are detrimental effects on historic resources occurring, or why are historic resources not being actively addressed in a positive way? What factors influence the selection of a particular type of mitigation; e.g. if a particular type of mitigation occurs frequently, why is that type of mitigation preferred? (due to fund source, extent of flooding, flood risk, flood insurance requirements, etc.) What funding sources are being used to fund flood mitigation and planning (FEMA, MEMA, National Flood Insurance Program (NFIP), MHT, NPS, Maryland

- Department of Housing and Community Development (DHCD), Maryland Department of Natural Resources (DNR), etc.)? Which are proactive? Which are reactive? What are their restrictions or conditions?
- iv) The report should propose creative alternative approaches and propose a “toolbox” of realistic and achievable preferred options and actions.
  - v) The discussion and report should address larger issues, such as the challenges of affordable homeownership with increasing flood insurance rates; need for additional funding or greater funding flexibility; what time frames should apply to hazard mitigation planning; acceptance of loss; the possibility of “managed retreat”; etc.
  - vi) If appropriate, the report should make policy recommendations, in particular regarding how State and local hazard mitigation plans can better incorporate/address historic properties into those plans? What are the challenges in doing this? Where are the funding gaps? What other policy changes might be needed?
- e) Case Studies / Scenarios
    - i) Investigate and discuss case studies with the Working Group, and include them in the final report. Case studies should be original and, if possible, specific to Maryland. If applicable outside case studies have already been developed, those should be referenced rather than duplicated.
  - f) Resources
    - i) MHT staff will provide a partial annotated bibliography for the Consultant’s use, which shall be incorporated into the final report.
    - ii) MHT staff will be available to assist the Consultant and to provide information, materials, and research resources.
- 3) Deliverables
- a) The final report will be a fully-illustrated, analytical document comprehensible to both professionals and the general public. The report should be formatted for 8 ½” x 11” paper.
  - b) Eight full-color, bound copies of the report must be delivered to MHT.
  - c) An electronic version of the report must also be delivered to MHT. At a minimum, a high-resolution PDF and a web-quality PDF must be provided. MHT will post the report on its website.

#### **IV. QUALIFICATIONS**

MHT welcomes proposals from individuals, firms, or joint ventures / partnerships. At least one key team member must meet the Secretary of the Interior’s Professional Qualifications Standards (the “**Standards**”) in 1 of the 5 fields (history, archeology, architectural history, architecture, historic architecture) described therein. The Standards are found at: [http://www.nps.gov/history/local-law/arch\\_stnds\\_9.htm](http://www.nps.gov/history/local-law/arch_stnds_9.htm). Additionally, the Consultant or Consultant team must possess analytical and organizational skills and a demonstrated ability to write clearly and concisely about complex issues for a general audience.

#### **V. SELECTION CRITERIA**

The selection of the Consultant will be based upon the following factors, in descending order of importance, that should be addressed in the proposal:

- 1) Professional qualifications
- 2) Responsiveness and clarity of the project approach statement
- 3) Experience with relevant or similar projects; relevance and quality of examples submitted
- 4) Responsiveness and clarity of the timetable / work sequence

- 5) Client references
- 6) Ability to complete the project within the time allotted
- 7) Cost
- 8) Minority Business Enterprise (MBE)/ Woman Owned Business Enterprise (WBE)/ Veteran Owned Small Business Enterprise (VSBE) certifications held by bidder

Professional qualifications, responsiveness, experience, and ability to complete the project within the time allotted (technical merit) will have greater weight than cost (financial merit). The contract will be awarded to the firm whose overall proposal is determined to be the most advantageous to MHT.

Following submission and review of proposals, MHT may schedule personal interviews at its discretion.

Firms certified as MBE, WBE, or VSBE are encouraged to respond to this solicitation.

## **VI. PROPOSAL SUBMITTAL**

A complete and responsive proposal consists of:

- 1) A project approach statement in narrative form, not more than three pages in length, including a brief description of the project team and roles of key personnel. One individual should be identified as the project lead.
- 2) A timetable or work sequence containing all steps noted in 1.d. under "Scope of Services" above.
- 3) A proposed payment schedule.
- 4) Resumes of up to 3 key project personnel, not to exceed 10 pages total, highlighting relevant experience. At least one key team member must meet the Secretary of the Interior's Professional Qualifications Standards as described in Section III: Qualifications. This individual's resume must clearly demonstrate expertise required to satisfy the educational and professional requirements of the Secretary of the Interior's Professional Qualifications, and should state in which field the individual is qualified.
- 5) Examples of relevant work, not exceeding 15 pages total, which should be presented in the form of illustrated summary "flysheets" for individual projects. However, if the Consultant has previously developed reports that are specifically relevant to this RFP, those reports may be submitted on a CD-rom in addition to the 15 pages of "flysheets."
- 5) List of at least 3 client references. MHT staff will contact your references.
- 6) Completed Exhibit A (Financial Proposal Form). The contract will be for a fixed price. Under Unit Prices, provide hourly rates for team members. The financial proposal should be sealed in a separate envelope marked with the name of the firm / team and labeled "Financial Proposal."

Submit 4 copies of the complete proposal in hard copy to Evelyn Cohen, Procurement Officer, Maryland Historical Trust, 100 Community Place, Crownsville, MD 21032 no later than 4:30 p.m. on July 20, 2015. Late proposals received at MHT offices after that time will not be accepted.

## **VI. MISCELLANEOUS**

- 1) The Maryland Historical Trust reserves the right to
  - i) Cancel this RFP; and
  - ii) Reject all bids or proposals, in accordance with State procurement regulations.
- 2) MHT is not liable for any costs incurred by any consultant in preparation of a proposal.

3) The project contract will be subject to compliance with all applicable State of Maryland laws including regulations pertaining to non-discrimination, equal employment opportunity, records, reporting, and procurement.

4) If the Consultant fails to perform the work in an acceptable manner, MHT may give notice in writing to the Consultant and his surety of such failure or refusal, specifying the same and directing what action shall be taken. Any one of the following will be considered sufficient justification for such notice:

- i. Failure to begin the work under the contract within the time specified.
- ii. Failure to perform the work with sufficient supervision, workmen, staffing, equipment, and materials to insure the prompt completion of said work.
- iii. Unsuitable and/or unsatisfactory performance of the work.
- iv. Neglecting to or refusing to remove/replace defective materials and workmanship, or failure to perform anew such work as may have been rejected by MHT.
- v. Discontinuing the prosecution of the work or any part of it.
- vi. Inability to finance the work adequately.
- vii. If, for any other reason, the Consultant fails to carry on the work in an acceptable manner.

If the Consultant, or his surety, within a period of ten (10) days after such notice does not proceed in compliance therewith, then MHT shall have full power and authority, without violating the contract, to take the prosecution of the work out of the hands of said Consultant, to appropriate or use any and all materials and equipment on the grounds as may be suitable and acceptable, and may, at his option, turn the work over to the surety, or enter into an agreement with another contractor for the completion of the contract according to the terms and provisions thereof, or he may use such other methods as, in his opinion, shall be required for the completion of said contract in an acceptable manner. All costs of completing the work under the contract shall be deducted from any monies due or that may become due of said Consultant. In case the expense so incurred by MHT may be less than the sum that would have been payable under the contract if it had been completed by said Consultant, then said Consultant shall be entitled to receive the difference, but in case such expense shall exceed the sum that would have been payable under the contract, then the Consultant and his surety shall be liable and shall pay to MHT the amount of said excess. By taking over the prosecution of the work, MHT does not forfeit the right to recover damages from the Consultant or his surety for his failure to complete the work within the time specified.

5) This project is funded in part by a grant from the U.S. Department of the Interior, National Park Service's Historic Preservation Fund Program and is being administered by Maryland Historical Trust, a division within the Maryland Department of Planning (MDP). Compliance with all applicable federal, state, and local laws, rules, and regulations is required. Compliance with the applicable Secretary of the Interior's Standards and Guidelines is required. MHT, MDP, the U.S. Department of the Interior, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor that are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcription. Such records must be maintained for 3 years after closeout of the contract. No part of the money appropriated by any enactment of Congress will, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of the U.S. Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation; but this will not prevent officers or employees of the United States or its Departments or Agencies or employees of the State of Maryland from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations that they deem necessary for the efficient conduct of public business. The project must be carried out in compliance with

the Copeland Anti-Kickback Act (18 USC 874) as supplemented in Department of Labor regulations. This act provides that each contractor will be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation of which he or she is otherwise entitled. The project must be carried out in compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR 60).

6) The Federal Government will have a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use and to authorize others to use for Federal Government purposes, software, modifications, and documentation developed and/or obtained through this RFP.